



NASA DESK GUIDE
on
TELEWORK PROGRAMS

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1. BACKGROUND

This Guide is designed to provide guidance to Centers in implementing the NASA Telework Program, pursuant to Public Law No. 106-346, Section 359, and NASA Telework Policy. Specifically, Section 359 of Public Law 106-346 (FY 2001 Department of Transportation and Related Agencies Appropriations Act) states, "Each executive agency shall establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminishing employee performance." The law defines telecommuting as "any arrangement in which an employee regularly performs officially assigned duties at home or other work sites geographically convenient to the residence of the employee," and eligible employee as, "... any satisfactorily performing employee of the agency whose job may typically be performed at least one day per week at an alternative workplace"

Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal Government employment both on an informal basis and pursuant to specific agency policies and regulations. It is a goal of the Administration and Congress to advance teleworking across Government. NASA supports this goal.

This Guide provides advice to managers and employees on the Telework Program and should be read in conjunction with the NASA Telework Policy established in NPR 3800.1, Chapter 7. *Operation of NASA Telework Programs*. It does not attempt to provide answers to every possible question on telework, nor anticipate every potential situation in a telework arrangement.

Managers, supervisors and employees are encouraged to regularly visit the Interagency Telework Web Site sponsored by OPM and GSA for current information on telework for Federal employees. The site includes OPM and GSA Government-wide policy and guidance on telework; links to the International Telework Association and Council (ITAC) and the Washington Metropolitan Telework Centers; and Frequently Asked Questions. The web site address is <http://www.telework.gov/>

2. THE NASA TELEWORK PROGRAM

2.1 Types of Telework

NASA offers two types of telework arrangements, "core" and "episodic", based on the recognition that organizational and employee needs may vary considerably, and should

be considered on a case-by-case basis. Some situations require occasional or infrequent arrangements while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of telework is to provide supervisors, managers, and employees with maximum flexibility to establish an arrangement that is responsive to their particular situation.

2.1.1 Core telework means an approved work schedule where eligible employees regularly work at least one day per week at an alternative worksite. The law defines eligible employee as, " ... any satisfactorily performing employee of the agency whose job may typically be performed at least one day per week at an alternative workplace" Supervisors will record employee eligibility for telework in WebTADS (see para 2.5)

Reasons for core telework arrangements include the recruitment and retention of high-quality employees; improved employee morale and a better balance of work and personal lives; reductions in commuting related stress and costs; improvements in access or as a reasonable accommodation for disabled employees; reductions in office space and associated costs; the need for convalescence from a short-term injury or illness, periods when the work office is not usable (e.g., during office renovation), or assignment to a special project

All eligible employees who telework on a core basis will be required to sign a Center developed Telework Agreement (example at Appendix A). Teleworkers who work at home must sign a safety checklist (example at Appendix B).

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Conversely, requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

Core telework may include "full time" telework (i.e., performing all official duties at an approved alternative worksite), including telework from geographic locations outside of the commuting area of the traditional worksite. Refer to section 2.9 on Official Worksite and section 2.10 on Telework and Travel for more information.

2.1.2 Episodic telework means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. (Telework of less than one day per week is considered episodic.) Supervisors will record employee eligibility for episodic telework in WebTADS (see para 2.5).

This provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may occur throughout the year or be a one-time event. Episodic telework may also cover short-term assignments,

for example, for employees recovering from injury or illness. Supervisor approved web-based distance and continuous learning are other examples of episodic telework.

For episodic telework, Centers may choose to require a formal Telework Agreement and safety checklist if the employee is teleworking from home, to be completed prior to the employee commencing telework. Approval for episodic telework, including signing of a Telework Agreement for episodic telework, does not confer eligibility for regular and recurring core telework.

2.2 Alternative Worksites

2.2.1 Work-at-Home telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

Advantages of teleworking from home include:

- savings in time and reduced stress by avoiding the commute to the traditional worksite, resulting in more and higher quality time with family, and a healthier lifestyle;
- savings in commuting costs;
- convenience;
- familiar environment; and
- enabling work at peak productivity times.

The opportunity to participate in a work-at-home arrangement is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g. dependent care arrangements are maintained and do not interfere with the home office, personal disruptions such as non-business telephone calls and visitors are kept to a minimum).

The employee and his/her family should understand that the home worksite is just that, a space set aside for the employee to work. Telework is not a substitute for dependent care.

Before commencing teleworking, work-at-home teleworkers must complete and sign a safety checklist (example at Appendix B) that proclaims their home safe for an official home worksite. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

Work-at-home telework arrangements may increase an employee's home utility costs. NASA assumes no responsibility for any operating costs associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities (e.g., heating, electricity, water). Furthermore, employees on a work-at-home telework arrangement who are approved to use their own equipment, are responsible for the repair and maintenance of that equipment.

Centers may issue a calling card (as for telework center teleworkers) to charge long distance official calls. Alternatively, under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges.

Maintenance of any Government-furnished equipment may require access by approved repairers to the employee's home, with advance notice. Alternatively, the Center may require the work-at-home teleworker to transport Government-furnished equipment to the traditional worksite for repairs.

2.2.2 GSA Telework Centers. Typically, GSA telework centers house employees of more than one agency and include work spaces and equipment common to a traditional office environment. All office accommodations (desks, computers with modems, conference areas, copy machines, fax machines) are provided based on a monthly service charge. Employees work at approved GSA telework centers primarily because the centers are closer to their home than their traditional worksite, not necessarily because they belong to the same work unit or organization.

Security requirements prescribed by the Center apply to all employees who telework, including those who telework from GSA telework centers.

A list of the GSA telework centers and their locations is provided at the <http://www.telework.gov> web site. All centers are operated on a space available basis, and approval of telework /telework center arrangements is based on availability of space and Center funding.

Advantages of teleworking from a telework center include:

- on-site technical support and full resources;
- manager may prefer the structure of a telework center for his or her employees and use this as a first step towards work-at-home telework;
- some employees' homes are not conducive to work-at-home telework;
- provides a professional environment; and
- maintains a clear delineation of work and home life.

2.2.3 Other Approved Worksites

Other approved worksites include any other worksite funded by the employee's Center from which the employee is approved to telework, including a facility established by state, local or county governments or private sector organizations for use by teleworkers.

2.3 Telework Agreement

Prior to the commencement of regular and recurring core telework arrangements, supervisors and employees must complete and sign a Telework Agreement (example at Appendix A) that outlines the terms and conditions of the arrangement.

The Telework Agreement prescribes the approved alternative worksite and telework schedule, and addresses personnel, security, and equipment issues. It also records the anticipated reduction in commuting miles for the teleworker.

The employee or supervisor may terminate the telework agreement by giving advance written notice. If, at any time, it is determined that an arrangement is having an adverse impact on work operations or performance, the supervisor will provide notice to the employee that the arrangement will be terminated. The transition back to the traditional worksite must be in accordance with established administrative procedures and collective bargaining agreements.

Telework agreements should be coordinated with the Center's Human Resources Office, the Security Office and the Privacy Act official to ensure all regulatory, security, and Privacy Act considerations and requirements are met.

2.4 Employee Grievances

If an employee disputes the reason(s) given by a supervisor for not approving him or her for telework, or for terminating his or her telework agreement, the employee may submit a grievance using the agency administrative or negotiated grievance procedure, as appropriate.

2.5 Certification and Control of Time and Attendance (WebTADS)

The assigned hours of work while teleworking form part of the employee's normal tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

NASA's time and attendance reporting system, WebTADS, has been modified to record and report telework eligibility and specific telework arrangements. Supervisors must record eligibility determinations on the "leave balance" page of the employee's timesheet. There are several options from which to choose.

If an interested employee is determined to meet the statutory eligibility requirement (any satisfactorily performing employee whose job may typically be performed at least one day per week at an alternative workplace), then that employee must be placed on one of the "core" telework schedules shown in the drop down menu in WebTADS. All employees serving under a telework agreement of at least one telework day per week must have their WebTADS accounts annotated to reflect their core telework arrangement.

If the employee is not interested in or not eligible for one of the core schedules but is eligible for irregularly occurring telework, then the employee may be shown in WebTADS as eligible for “episodic” telework.

If an employee is not interested in or not eligible for any type of telework, no action is required on the part of the supervisor. The WebTADS system defaults to “ineligible”.

WebTADS permits supervisors to identify an employee as “Eligible” without placing them under a core telework agreement or allowing them to participate in episodic teleworking. This designation is intended to be used **only** as a temporary placeholder while the supervisor and interested employee conclude the core telework agreement or discussions on participating in an episodic telework arrangement. Employees cannot remain identified in WebTADS under the designation of “eligible” they must be changed to one of the other options: core agreement, episodic, or ineligible.

Employees enter telework hours in WebTADS in the same manner as they enter any other hours of work by choosing the telework hour type and associating it with the appropriate labor code. The telework hour types will not be available to an employee unless the supervisor has indicated the employee is eligible for either core or episodic telework. Supervisors are responsible for ensuring that telework hours are properly annotated on timesheets prior to approving the timesheet.

WebTADS will be used to generate reports to Congress and others on the number of NASA employees participating in a telework arrangement.

2.6 Performance Management

An employee must have a proven, or expected (for new employees), performance rating of "fully successful" or equivalent, to be eligible for participation, and for ongoing participation, in the Telework Program. Further, to be eligible there must be a reasonable expectation that the employee’s performance while in a telework arrangement will continue to remain at least at the “fully successful” level.

Teleworkers’ performance should be monitored in the same manner as all employees’ at the traditional worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation.

Teleworkers are required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee’s performance plan.

It is recommended that eligibility for participation in a core telework arrangement be reviewed annually in conjunction with the employee’s annual performance review.

2.7 Work Schedules

The existing rules on hours of duty apply to teleworking employees. Management determines the employee's work schedule, including the days and times that the employee will work in the traditional worksite and at the alternative worksite, consistent with the requirements of the work group and provisions of existing regulations, Government-wide policy and applicable bargaining agreements. The assigned telework hours can parallel those in the traditional worksite or be specific to the alternative worksite.

Employees who work an alternative work schedule, that is, a flexible work schedule or a compressed work schedule, may also telework.

There are no limits on the number of telework days versus "in-office" days per week or pay period for teleworkers. Many arrangements provide for a minimum work time in the traditional worksite, e.g., 2 to 3 days per week, although this should not preclude approval of full-time (i.e., every workday) telework arrangements. Most teleworking employees spend part of the workweek in the traditional worksite to improve communication, minimize isolation, and use facilities not available off-site. Centers are encouraged to develop flexible procedures that allow individual supervisors to determine the best balance for the mission and individual situations.

Employees participating in short-term arrangements (e.g., recuperating from surgery, complications associated with pregnancy) typically do not have in-office days; they work a full- or part-time schedule from their home. Similarly, long-term teleworkers may be allowed to work their full schedules at the alternative worksite, particularly when the employee is physically unable to commute. Again, Centers should adopt a flexible approach in developing optimum arrangements for these employees.

2.8 Overtime

The overtime provisions that apply to employees working at a traditional worksite apply to employees on a telework agreement. Employees may work overtime only when ordered and approved by the supervisor in advance.

2.9 Official Worksite

A teleworker's official worksite for such purposes as special salary rates, locality pay adjustments, and travel, is established by federal rules in title 5, Code of Federal Regulations, section 531.605(d). A telework employee's official worksite must be determined on a case-by-case basis and documented in the telework agreement.

For an employee covered by a telework agreement who is scheduled (while in a duty status) to report at least once a week on a regular basis to the regular (traditional) worksite for the employee's position of record, the regular worksite is the official worksite. However, for an employee whose location varies on a daily basis, the employee need not report at least once a week to the traditional worksite (where the

employee's work activities are based) as long as the employee is performing work within the locality pay area for that worksite at least once a week on a regular and recurring basis. Supervisors may make a temporary exception to these requirements in appropriate situations, such as when an employee is recovering from an injury or medical condition that prevents the employee from commuting to the traditional worksite.

If an employee working under a telework agreement does not meet the above requirements, then the employee's official worksite is the location of the employee's telework site.

2.10 Telework and Travel

The travel provisions that apply to employees working at a traditional worksite also apply to employees who telework. A teleworker who is directed to travel to another worksite (including the traditional worksite) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are directed to travel back to the traditional worksite after their regularly scheduled basic tour of duty for irregular or occasional overtime work, are entitled to at least 2 hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

Where an employee teleworks full-time from a location outside of the local commuting area of the traditional worksite, and his or her alternative worksite has been determined as his or her official worksite, management funds all work-related travel outside the employee's normal commuting area, including travel to the traditional worksite (refer to the guidance provided at 2.9 above).

Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements.

2.11 Emergency Dismissal or Closing

Emergency dismissal or closure procedures for employees (including employees teleworking from an alternative worksite) in Federal executive agencies located inside the Washington Capital Beltway are prescribed by OPM on an annual basis. These procedures apply not just in adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but in all kinds of emergency situations including air pollution, disruption of power and/or water, and interruption of public transportation.

OPM's current policy in situations where it deems Federal agencies to be "closed" is:

One of the major benefits of the telework program is the ability of telework employees to continue working at their alternative worksites during a disruption of Government operations. In recognition of the growing importance of teleworkers in maintaining the continuity of Government operations, agencies may require teleworkers to work

when the agency is closed. Any requirement that a telework employee continue to work if the agency closes (or dismisses employees early) on his or her telework day or on any of his or her regularly scheduled workdays should be included in the employee's formal or informal telework agreement. On a case-by-case basis, an agency may excuse a telework employee from duty during an emergency situation if the emergency adversely affects the telework site (e.g., disruption of electricity, loss of heat, etc.), if the teleworker faces a personal hardship that prevents him or her from working successfully at the telework site, or if the teleworker's duties are such that he or she cannot continue to work without contact with the regular worksite.

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours, if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking would not be affected and would not need to be excused from duty.

If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

2.12 Telework for Employees with Disabilities

Telework is excellent for accommodating employees with disabilities. For information on employing and accommodating employees with disabilities, both at home and at the traditional worksite, see the handbook, Managing End User Computing for Users With Disabilities, prepared by GSA's Clearinghouse on Computer Accommodation (COCA). GSA's Federal Information Resources Management Regulations, FIRMR Bulletin C-8 (<http://www.estrategy.gov/documents/c08.pdf>), establish Government-wide guidelines for acquiring IT equipment that helps disabled Federal employees.

2.13 Training

Supervisors and employees participating in the NASA Telework Program are encouraged to undertake training in telework, as experience shows that the most successful telework arrangements include initial training for both supervisors and employees. Centers may determine the best training options in this respect.

3. EQUIPMENT

Centers may determine the range of equipment required by a teleworker, the source of

this equipment and responsibility for its installation, service, and maintenance subject to the following:

- providing and/or installing Government-furnished equipment, including separate phone lines, at alternative worksites is at the discretion of the Center, and every effort should be made to provide the necessary equipment within budgetary constraints. Laptops and docking stations are useful options for teleworkers;
- supervisors should ensure that Government equipment assigned to teleworkers is properly accounted for;
- the employee continues to be bound by the NASA standards of conduct while working at the alternative worksite and using Government-furnished equipment;
- the Center is responsible for the service and maintenance of all Government-furnished equipment and software, and employees may be required to bring such equipment into the traditional worksite for maintenance;
- the employee must protect all Government-furnished equipment and software from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, the employee may be held liable for repair or replacement of the equipment or software in compliance with applicable regulations on negligence;
- Public Law 104-52 authorizes agencies to use funds to install telephone lines in private residences of employees authorized to telework, and to pay monthly phone charges for such lines, within budgetary constraints. Teleworkers should be provided with Federal calling cards if duties require making long distance calls on a regular basis;
- office supplies, such as paper, toner, printer ink etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace; and
- employees who use telework centers will be provided access to basic office equipment (e.g., computer, modem, telephone, fax, copier). Telework centers are responsible for the installation and maintenance of telework center equipment. Employees are prohibited from using telework center equipment for personal use.

4. SECURITY ISSUES

All files, records, papers, or machine-readable materials created while teleworking are the property of NASA.

Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Centers shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional work site and they may be taken only on temporary basis and not permanently stored out of the traditional work site. Centers shall ensure that any teleworkers who will be working on Privacy Act materials receive appropriate Privacy Act training.

Teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property, and accomplishment of the mission of NASA at the alternative worksite.

Centers must ensure that telework agreements are coordinated with their security or Privacy Act officials if the employee will have access to sensitive or Privacy Act materials in a telework arrangement.

5. WORKERS' COMPENSATION AND OTHER LIABILITIES

Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on the agency's premises or at an alternative worksite. An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may upon approval by the Department of Labor (DOL), use telework as an option.

The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

For work at home arrangements, the employee is required to designate one area in the home as the official work station. The Government's potential exposure to liability is restricted to this official work station for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home telework must sign a safety checklist (example at Appendix B) that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

The Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act . Occupational Safety and Health Administration rules govern Federal employee workplace safety.

An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may use telework as an option. It is a management decision, however, as to whether a light duty position would be developed for an injured employee. If an employer wishes to provide a position suitable for telework, it cannot require the use of one's personal residence or resources to perform work. If an employee finds the home-based worksite not conducive to work, the teleworker would upon approval of the DOL generally be able to withdraw from the vocational rehabilitation trial and apply for a resumption of workers' compensation benefits.

APPENDIX A

SAMPLE TELEWORK AGREEMENT NASA

The following constitutes the terms and conditions of the telework agreement between:

Employee:

Last Name

First Name

Middle Initial

Title

Pay Plan

Series

Grade

and

NASA Center

Days in Biweekly Pay Period Employee is Authorized to Telework

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule

DAY	PER WEEK	PER PAY PERIOD	WORK SCHEDULE		DUTY HOUR (specify hours of work and lunch break)
			Fixed or Alternative	FWS or CWS	
MON					
TUES					
WED					
THURS					
FRI					

Alternative Worksite

The employee's alternative worksite is:

☐ Home office or work area

Address: _____

Location of home office or work area: _____

Phone:
Fax:
Email:

☐ GSA Telework Center

Address: _____

Phone:
Fax:
Email:

☐ Other Approved Alternative Worksite

Address: _____

Phone:
Fax:
Email:

Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment (if provided), and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

Official Worksite

The employee's official worksite for such purposes as special salary rates, locality pay adjustments, and travel is _____

Time and Attendance, Work Performance and Overtime

Time spent in a teleworking status must be accounted for and reported as telework in WebTADS.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

Security and Equipment

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring core telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of NASA at the alternative worksite. Government-furnished equipment must only be used for official duties and

family members and friends of teleworkers are not authorized to use any Government furnished equipment

Where the employee has been approved by the Center to use their personal computers and equipment for telework on non-sensitive unclassified data, the employee is responsible for the installation, repair and maintenance of all personal equipment.

The Center is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Center's request.

Liability and Injury Compensation

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

Standards of Conduct

The employee acknowledges that he/she continues to be bound by the NASA standards of conduct while working at the alternative worksite and using Government-furnished equipment.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per week.

Termination of the Telework Agreement

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

Date of Commencement

The telework arrangement covered by this Agreement will commence on:

alongside a baseboard?	
Employee's Signature _____ Date_____	

NAME:_____

CENTER:_____

POSITION:_____

ADDRESS: _____

LOCATION OF DESIGNATED HOME OFFICE OR WORK
AREA:_____

HOME TELEPHONE:_____

SUPERVISOR'S NAME:_____
